User Manual

31.08.1996

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Used Software:

Labmain and Setup:	Microsoft Visual C++ (trademark of Microsoft).
Help and User Guide:	Doc-To-Help (trademark of WexTech Systems, Inc).
Installation:	InstallShield (trademark of Stirling Technologies, Inc.).
Database:	Solid (trademark of Solid Information Technologies, Ltd.).

CE

This equipment complies with the requirements in Part 15 of FCC Rules for a Class A computing device. Operation of this equipment in a residential area may cause unacceptable interference to radio and TV reception requiring the operator to take whatever step are necessary to correct the interference.

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User Guide

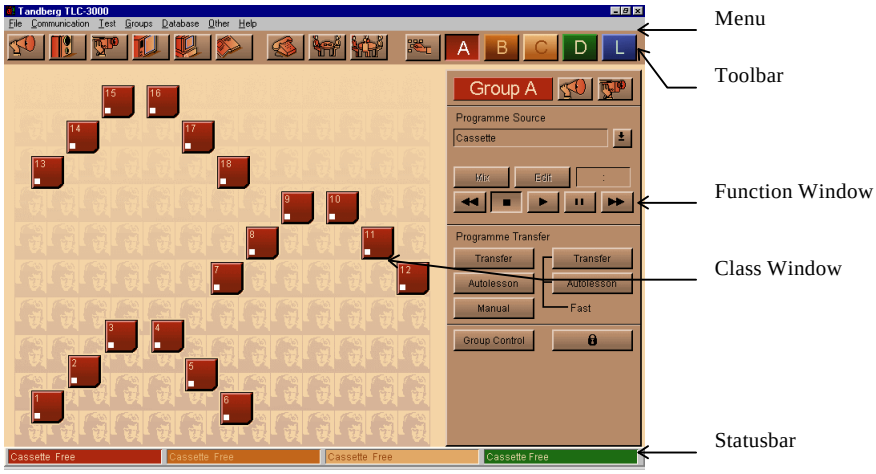
Overview

Introduction

The User Guide is a fast guide for users who wish to get a general overview of this application. User Reference is for users who need to know something about a specific issue.

User Interface

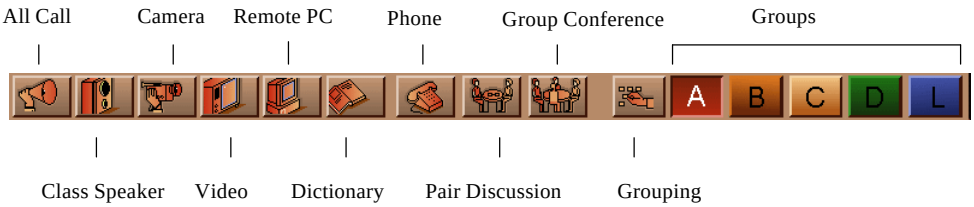
Main Window



Menu

The Menu consists of the following main items: **File**, **Communication**, **Test**, **Groups**, **Database**, **Other** and **Help.**

Toolbar

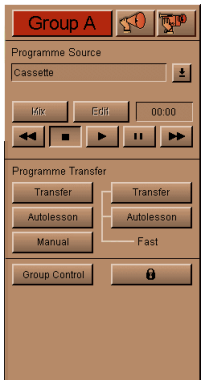


Statusbar

The Statusbar is divided into four sections (A, B, C and D). Each section shows group status and the group programme source (e.g. Transfer Cassette).

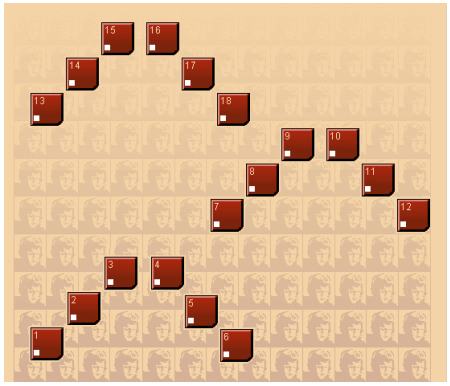
Function Window

From the Function window, the user can access the specific commands of a particular function (e.g. Group functions).



Class Window

The student icons are in the Class window. By clicking on one of those student icons, the user can interact with that student.



Programme Source

The programme sources of the Media Resource Centre are located in the master desk. Different audio and video devices may be used for programme sources e.g. tape recorders, video recorders, CD players, sound cassettes, open-reel recorders etc.

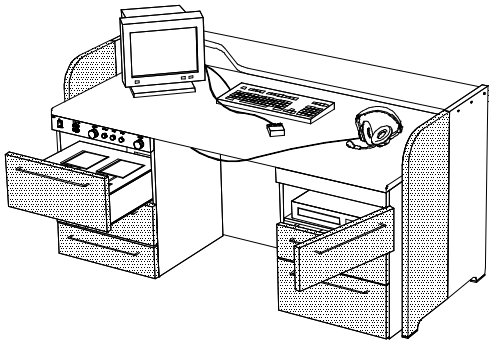
Most programme sources can be remote-controlled directly through the master screen. These include e.g. a recorder and infrared controlled

programme sources such as video recorders, CD players etc. (use Infrared Device Controller accessory).

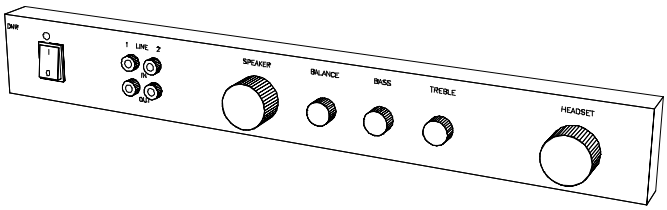
Students see the video programme source via programme transfer if the video network has been installed.

Master Workstation

The teacher has an ordinary microcomputer (PC).



Master Audio Panel



The Master Audio Panel is located at the left-hand side of the master desk. It consists of the following:

1. The main switch for the Media Resource Centre.

2. Connections for two master headsets.

3. Connections for two external programme sources (2 x lines IN & OUT).

4. Volume control for the headsets.

5. The volume, bass and treble controls for the classroom loudspeaker.

Student Workstation

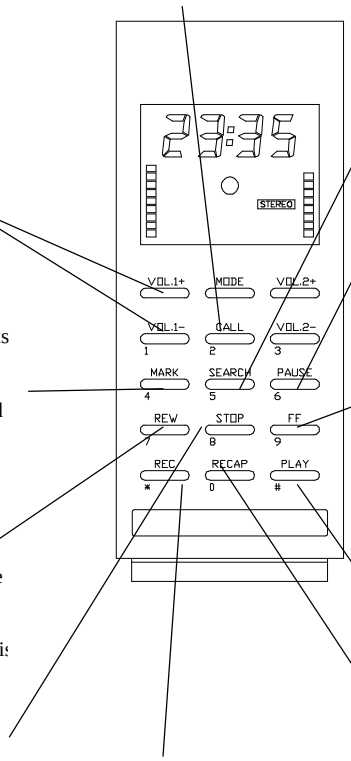
Audio-Active Comparative Student Stations consist of a tape recorder and a Student Audio Panel. The recorder may be located either in the recorder cabinet or on the student desk.

Student recorders have two tracks: the programme track and the student track. The programme transferred from the programme source is recorded on the programme track, and the student cannot delete it. Only the student's voice is recorded on the student track.

Cassette Recorder

CALL
Press to call the teacher. An exclamation mark appears on your display. It disappears when the teacher answers. Press again to cancel the call.

Volume control
VOL1 programme track,.
VOL2 student track
Press (+) or (-), or both at the same time to set volume at normal.



SEARCH
To find bookmarks, press **SEARCH** and the bookmark number.

PAUSE
This pauses the programme during **PLAY** or **RECORD**.

MARK
You can mark certain points in the programme with a bookmark. To set a bookmark press **MARK** and a number (1-5).

FF (Fast Forward/Cue)
To fast forward the tape, press once (starts in 2 seconds). Keep pressed down to fast forward slowly. When the recorder is on **PLAY**, you can monitor the tape while fast-forwarding.

REW (Rewind, Review)
For fast rewind, press once (starts in 2 seconds). Keep pressed down to rewind slowly. When the recorder is on **PLAY**, you can monitor the tape while rewinding.

PLAY
Plays the programme.

STOP
Stops the tape.

REC
To record your own speech and listen to the programme track at the same time.

RECAP
To find the beginning of the previous sentence.

LCD

Bookmark number

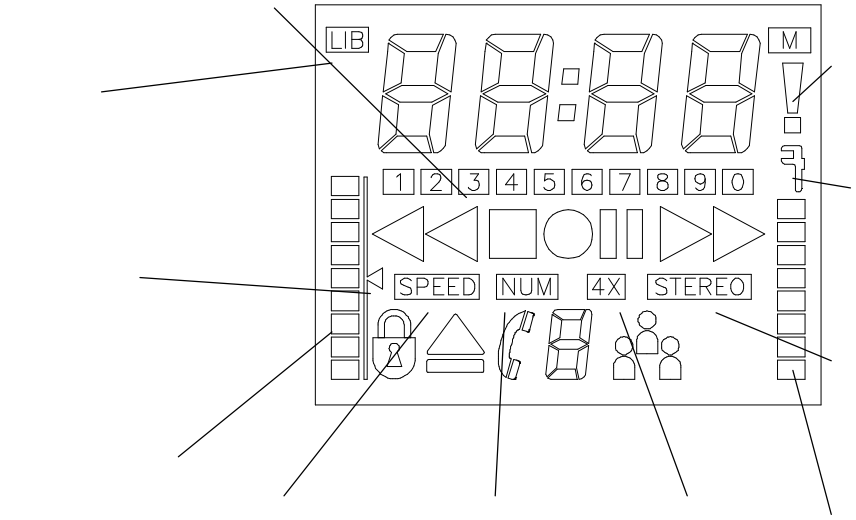
Tape counter (mins., secs.)

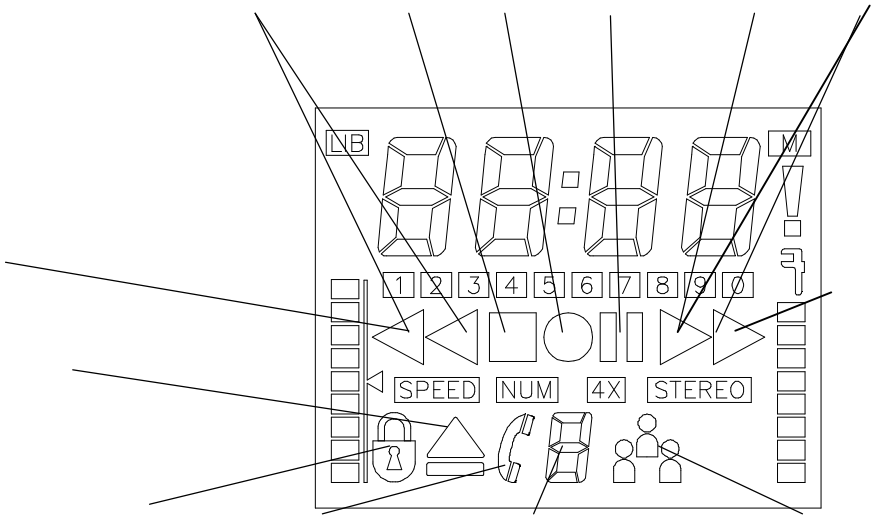
Master Recorder

CALL

Library cassette

Setup Mode





How To Use...

Switching ON the Media Centre

1. Switch ON the Media Resource Centre by the main switch on the left-hand side of the master desk. This switches on all the lab equipment. Once the lab has been switched on, all student tapes are automatically rewound to the beginning.

2. Wait a moment while the computer restarts and the main program initialises.

Programme Transfer to Students

1. Place your programme materials in their appropriate places.

2. Click the source list to select the programme source.

3. Click the **Transfer** or **Fast Transfer** button to start programme transfer.

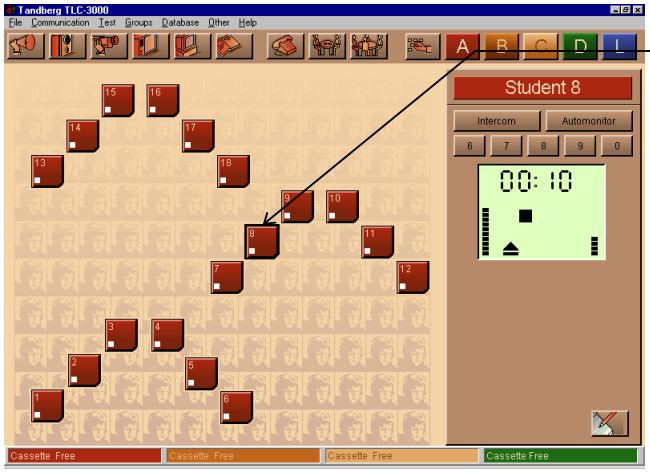
4. To stop programme transfer, click **Transfer** or **Fast Transfer** again as appropriate.

Talking to the Whole Class

1. Click the All Call button in the Toolbar to talk to all

2. Click All Call again to stop talking to the students.

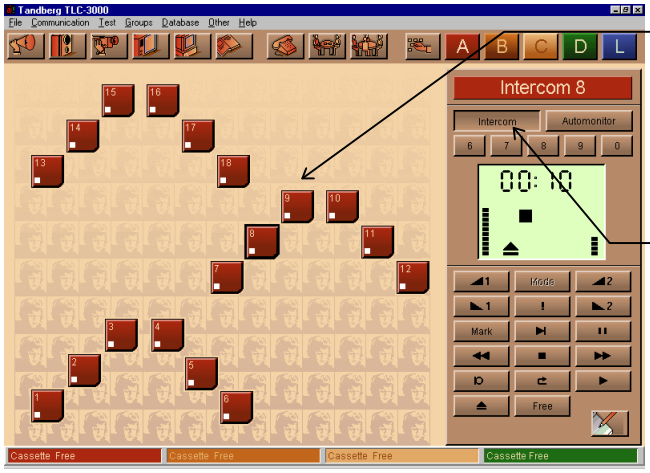
Monitoring Student Work



1. Click the student icon of the student you wish to monitor.

2. Click the Group A button to return to the Main window.

Teacher-Student Discussion

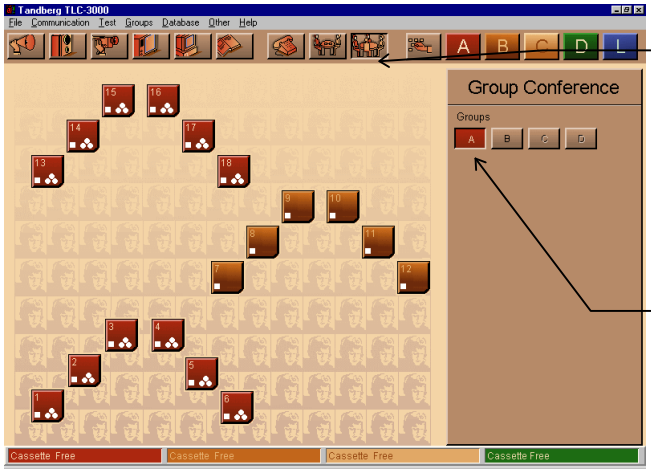


1. Click the student icon of the student you want to talk with.

2. Click the **Intercom** button.

3. You can talk with a student and control the student's recorder.

Group Conference

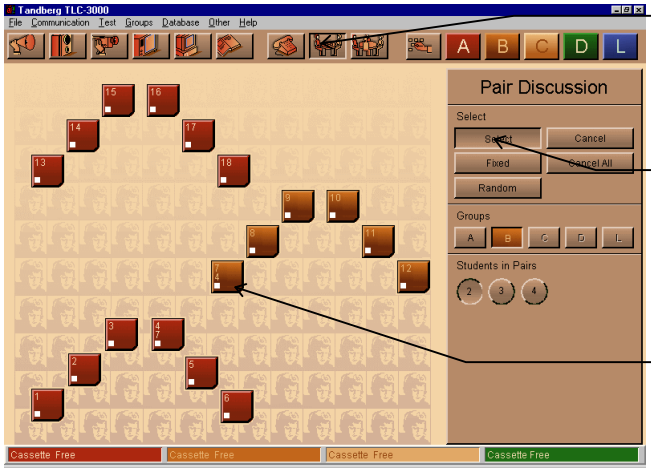


1. Click the Group Conference icon in the Toolbar.

2. Click the Group button(s) for where you want to begin group conference.

3. Click the same Group button(s) again to stop the group conference.

Pair Discussion



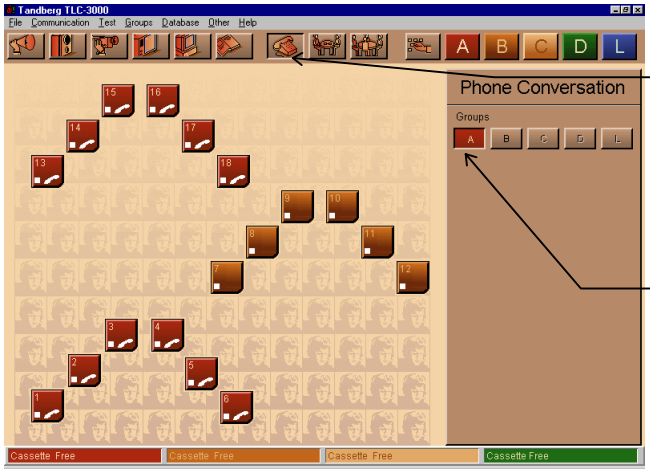
1. Click the Pair Discussion icon in the Toolbar.

2. Click the **Select** button in the Function window.

3. Click student icons one by one

4. Click the **Cancel All** button to stop pair discussion.

Phone Conversation



1. Click the Phone Conversation icon in the Toolbar.

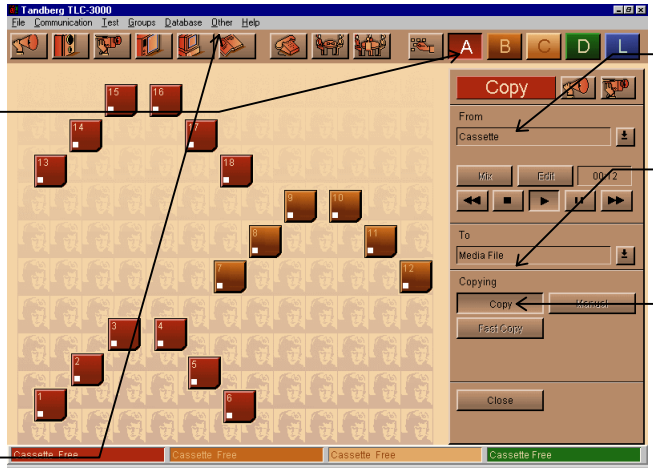
2. Click the Group button(s) where you want to begin the Phone Conversation.

3. Click the same Group button(s) again to stop the Phone Conversation

Programme Copying

1. Click the Group icon (A, B, C or D).

2. Select the **Source-to-Source** command in the **Other** Menu.



3. Click where you want to copy FROM.

4. Click where you want to copy TO.

5. Click the **Copy/Fast Copy** button to begin copying.

6. Click the same button again to stop copying.

7. Click the **Close** button to close the Source-to-Source window.

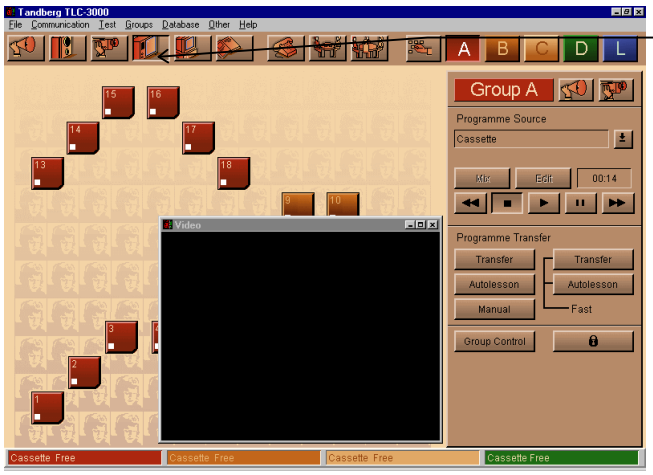
Grouping Students to Different Groups

1. Click the Grouping icon in the Toolbar.

2. Click the Group button in the Function Window to change the active group.

3. Click those student icons you wish to move to the active group.

Displaying Video Window



1. Click the Video window button in the Toolbar.

2. Click the Video Window button again to close Video window

Using Help

1. Select the **Contents** command in the **Help** Menu.

2. Click the topic you need Help on when the Contents window appears.

User Reference

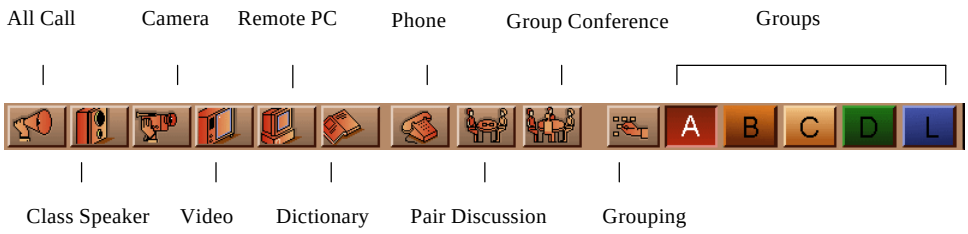
Overview

Introduction

User Reference is for users who need to know in detail about a specific issue. For a fast overview of the application, select the User Guide (see previous chapter).

Toolbar Functions

Toolbar



All Call

By clicking All Call the teacher can talk to all students simultaneously.

Class Speaker

ON/OFF button for the classroom loudspeaker. The same sound is sent through the classroom loudspeakers as through the master headset.

Video

ON/OFF button for the Video window.

Camera

ON/OFF button for the Camera. The Camera function also opens the Video window, if it is not already open.

Remote PC

ON/OFF button for the teacher to control student computers. The Remote control window appears on the teacher's screen when:

1. The Remote PC button in the Toolbar is clicked ON.

2. The relevant Student icon is clicked (the student must have a PC and remote control software).

Dictionary

Button for running dictionary programs. Click the Dictionary button to show the list box of dictionaries setup for this application. Choose a dictionary from the list box by double-clicking the dictionary name or by selecting the dictionary and clicking **OK**.

Phone Conversation

ON/OFF button that displays the Phone Conversation window.

Pair Discussion

ON/OFF button that displays the Pair Discussion window.

Group Conference

ON/OFF button that displays the Group Conference window.

Grouping

ON/OFF button that displays the Grouping window.

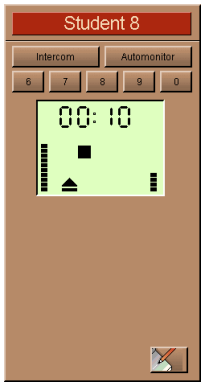
Group

ON/OFF button that displays the Group window (A, B, C, D or L).

Monitoring and Guiding Students

Monitor

Click the student's icon to monitor a student. This allows the teacher to listen to that particular student's work.



Click the **Intercom** button to open the student-teacher intercom connection. Student Audio Panel controls become available in the Student Monitor window.

Click the **Automonitor** button to start the Automonitor function where the teacher can monitor students while they work. Automonitor controls become available in the StudentMonitor window.

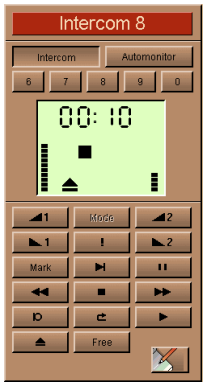
The user can set bookmarks 6,7,8,9 and 0 on the monitored student's tape by clicking the bookmark button.

Intercom

Intercom connection with a student may be established as follows:

1. By clicking **Intercom** in the Student Monitor window.

2. By clicking the icon of a student who is calling the teacher (**h**elp balloon appears on the student icon when the student is using Call).



During Intercom, the window shows the Student Audio Panel controls. The teacher can control the student recorder through this panel and guide the student toward correct performance.

The recorder of a student in independent work is under teacher control during Intercom.

The classroom loudspeaker is muted in order to avoid acoustic feedback (disabled in the Preferences window).

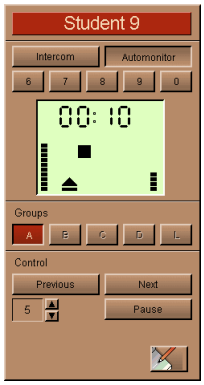
All student recorder controls are disabled during programme transfer.

Automonitor

Automonitor switches Monitor from one student to another automatically.

To select, click the **Automonitor** button in the Student Monitor window. The Automonitor symbol will appear on the student icons under automatic monitor.

Through Intercom, a direct conversation can be held with the monitored student. Automonitor switching stops (Pause) during Intercom.



Clicking **Previous** returns the teacher to the previously monitored student.

Next takes the teacher on to the next student.

Pause pauses Automonitor.

Click +/- buttons to lengthen or shorten the monitoring time per student.

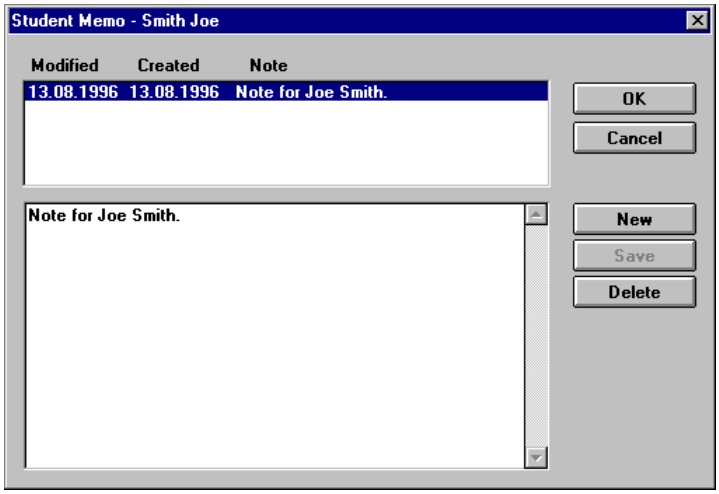
Group buttons select the group(s) to be monitored automatically.

Click the **Automonitor** button again to stop automatic monitoring.

Student Notes

This feature is only functional, if a student is logged into the database (of course the teacher must also be logged in).

If you want to make notes about a particular student, click the Notes button. After that you can either select an old note from the list box at the top of the dialog or you can write a new one to the field at the bottom.



In the first list box, there are all the notes concerning the specified student in chronological order. Second list is the current/selected note. When you have selected a note from the upper list box, you can read it from the list box on the bottom.

You can print all the notes by clicking the **Print** button. The current note can be copied to another application by selecting the text and clicking the **Copy** button.

Adding a Note

1. If there is already a note visible, click the **New** button and then write a note.

2. Click the **Save** button.

Updating a Note

1. Select an existing note from the Note list box.

2. Update the note.

3. Click the **Save** button.

Deleting a Note

1. Select an existing note from the Note list box.

2. Click the **Delete** button.

Group Functions

Group Call

By clicking the Group Call button, the teacher can talk to the active group alone. All Call and Group Call do not interfere with programme transfer to students. Student recorders in free work are stopped, and control reverts to the teacher.

Group Camera

ON/OFF button for the Group Camera. If the Video window is not already open, the Camera function also opens it.

Grouping

Arranges the students into groups.

First click the Grouping button and then create a group by clicking the Group button in the Function window. Then click the icon of each student you wish to add that group.

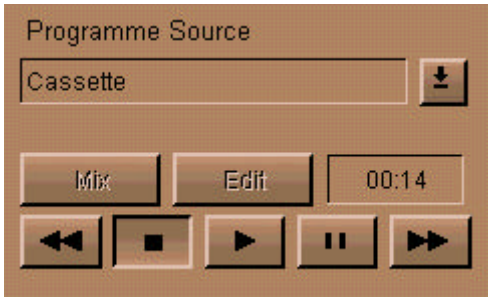
If you click the **All Students** button, all the students are added to the selected group.

Programme Source

Click the Source list to open the selection box. Click the required source name to select the programme source of your choice. The Source list then closes.

The name of the selected programme source then appears on the status bar. When the user changes source, the controls change as appropriate. For example, the CD-ROM controls are quite different to the cassette controls.

Cassette, Open-reel, VCR (Video)



During programme transfer the **Mix** and **Edit** buttons are enabled. They are otherwise disabled.

The teacher's own voice may be mixed alongside the programme source by clicking the **Mix** button.

Clicking the **Edit** button pauses the group's programme source (Pause) and the teacher's microphone becomes that source. Click **Edit** again to restart and return to the selected programme source.

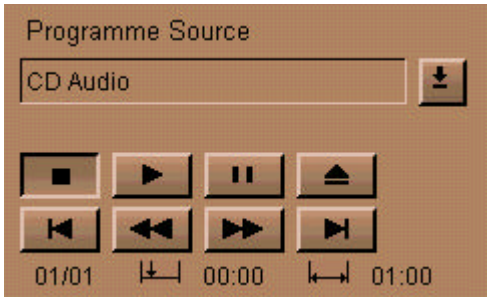
Click the Stop button to stop the programme source.

Click the Pause button to pause the programme source.

Click the Play button to start programme source playback.

Rewind and Fast forward wind the programme source backwards and forwards.

CD-ROM



Click the Stop button to stop the CD. If you click Play again, playback starts from the beginning of the current (active) track.

Play starts playback from track 1 on the CD.

Pause stops the CD. If you click Play again, playback restarts from the current position.

Eject opens the CD drive carriage.

Previous Track moves the CD to the start of the track immediately before the current track.

Next Track moves the CD to the start of the track immediately following the current track.

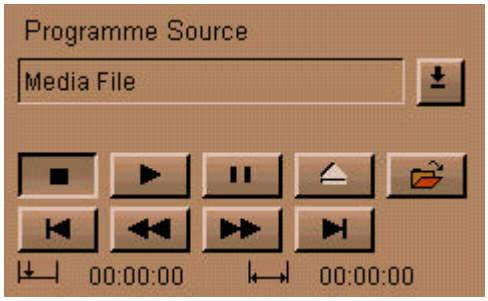
Skip Backwards moves the CD quickly backwards from the current position.

Skip Forwards moves the CD quickly forwards from the current position.

Tracks are marked as follows: e.g. 01/04. The first two digits show the active track and next two digits show the total number of tracks on the CD.

Position (on the left) and duration (on the right) information is shown under the buttons. Position and duration are shown as follows: 02:00 (minutes : seconds).

Media File (e.g. WAV-file)



Media files are digitised audio programmes on the computer's hard disk. Analogue material can be digitised using the Source-to-Source function. Media files can also be saved to a server hard disk, if available.

Controls for playing Media files are almost the same as those for the CD. Select a Media file using the File Open button. The file name is shown above the button.

There is of course no (CD) track information available for the Media file and the eject button is not relevant.

Media Warehouse

The Media Warehouse is for teachers who do not want to have to remember Media file names and/or paths to files. The Warehouse is a link between each Media file and its textual explanation. Links are saved to a file in the Source-to-Source window.

The Warehouse works as follows: a user digitises analogue material and then stores it on the hard disk of the teacher PC. The file must be given a name (such as "C:\WINDOWS\WAV\ENCRS1.WAV"). While technically necessary, this is not an easy sort of name to remember! You must therefore also enter an explanatory text (for example, "English Course for Group One").

Teacher

The teacher can choose to become the source for all students in the current group.

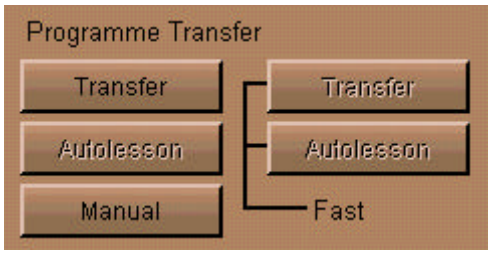
Student

The teacher can select one of the students as a model student. This student then becomes a new source and everybody in the current group will hear him or her.

Click the **Select Student** button to choose the student; the chosen student shows in the field above the button.

Programme Transfer

The Programme Transfer control buttons are located in the Group (A, B, C or D) window.



Transfer

Click the **Transfer** button to start programme transfer. The group's programme source starts on playback and student recorders begin recording. The programme will be recorded on the programme track, while the student's speech is recorded on the student track. The students hear the recorded program.

Clicking the **Transfer** button again stops programme transfer. Students are then switched to independent work.

Autolesson

Click **Autolesson** to start automatic programme transfer. The student tapes are rewound, after which programme transfer starts as above.

Once the programme is finished, the student tapes rewind automatically, and the students are switched to independent work. (The length of the pause after the last sentence before rewind begins is defined in the Preferences window).

Clicking the **Autolesson** button again stops programme transfer. Students are then switched to independent work

Fast Transfer

Click the **Fast Transfer** button to start programme transfer at four times normal speed. The group's programme source starts at four-times normal playback and student recorders at four times the normal recording speed. The programme is recorded on the programme track of the student recorder. The student track is erased. The students cannot hear the programme.

Clicking the **Fast Transfer** button again stops programme transfer. Students are then switched to independent work.

Fast Transfer is only possible when the group's programme source is a cassette recorder or an open-reel recorder.

Fast Autolesson

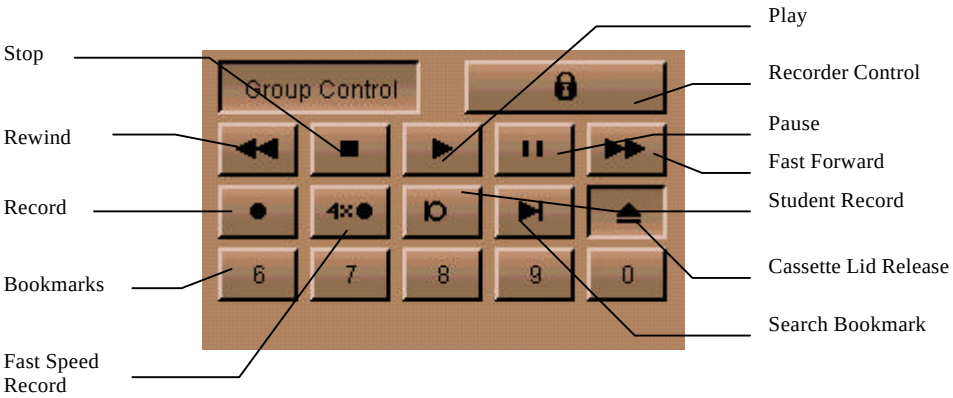
Clicking **Fast Autolesson** starts Autolesson transfer at four times the normal speed.

Clicking the **Fast Autolesson** button again stops programme transfer. Students are then switched to independent work.

Manual

Clicking the **Manual** button initiates manual mode. The programme source starts to play back and the student recorders are stopped. The student microphones are active during manual mode.

Group Control



The Group Control window displays the operating buttons for the group members' recorders.

There are also buttons for setting and searching bookmarks, selecting student recorder control and for cassette lid release control.

Recorder Control

The Recorder Control button is used to put the student recorders under system control or free them to students' individual control.

The recorders are set to system control by clicking the Recorder Control button.

During programme transfer, student recorders are automatically put under system control and the Recorder Control button is disabled.

Recorder Function Buttons

The Stop button stops all student recorders.

The Play button starts playback for all student recorders in the current group.

The Pause button pauses all student recorders in the current group.

The Rewind button rewinds student tapes fast.

Fast Forward button winds student tapes forward fast.

The Record button allows recording on both tracks of the student recorders at normal speed. While the teacher is using the Record function, the student recorders are locked.

The Fast Speed Record button records on the programme track and erases the student track.

The Student Recorder button plays the programme track back and records the student's speech on the student track.

Cassette Lid Release Control

Click the Cassette Lid Release button to allow all the students in a group to open their cassette lids. Click the button again to lock the Cassette Lids.

Setting Bookmarks

The Bookmark Index number buttons (6, 7, 8, 9 and 0) are used to set bookmarks for the current group.

Searching Bookmarks

Search for bookmarks by clicking the Bookmark Search button and then a Bookmark Index button (6,7,8,9 or 0). Recorders are set to play as they find the indicated bookmark.

Student Recorders under Individual Control

When students are working individually, the Recorder Function buttons do not display the recorder state. The teacher cannot control the student recorders, or set or search for bookmarks.

Student Recorders under System Control

The Recorder Function buttons display the recorder state. The teacher can then control the student recorders and set or search for bookmarks.

Manual Programme Transfer

The Recorder Function buttons show what the student recorders are doing.

The teacher can both set and search for Bookmarks.

Programme Transfer and Autolesson

The Recorder Function and Recorder Control buttons are inactive during Programme Transfer.

Teacher and student can both set but not search for bookmarks during programme transfer.

Communication Exercises

Group Conference

Group conference allows students to hear and talk to other members of their group.

1. Click the Group Conference icon to open the Group Conference window.

2. Click the Group button (in the Function window) of the group you wish to hold the conference.

During group conference three circles are shown on the student icon. The student recorders are under teacher control during group conference.

The teacher may participate in the group conference by contacting one of the group members via Intercom.

Click the Group button again in the Function window to stop the group conference for that group.

Pair Discussion

Pair discussion allows members of a pair to talk to and hear each other. Pairs can be formed across group boundaries.

1. Click the Pair Discussion icon to open the Pair Discussion window.

2. Click **Select** to create the pairs yourself. Then click the student icons of those students you wish to pair.

Fixed forms pairs in numerical order (1-2, 3-4, 5-6 etc.). If there is an odd number of students, the last three will form a pair.

Random creates pairs at random. If there is an odd number of students, the last three will form a pair.

A pair can be undone using **Cancel** and then clicking the icon of one member of the pair.

Cancel All cancels all pairs.

The student icons show the student numbers of those in pair discussion.

You can change the group in which you wish to start pair discussion. You can also change how many students belong to a "Pair".

Phone Conversation

The phone conversation is a pair discussion initiated by a student. A student phones his/her selected partner, and is connected as if by telephone.

1. Click the Phone Conversation icon to open the Phone Conversation window.

2. Click the Group button (in the Function window) of the group you wish to start the phone conversation.

During phone conversation, the telephone receiver symbol is shown on the student icon.

The teacher may participate in the phone conversation by contacting one of the group members via Intercom.

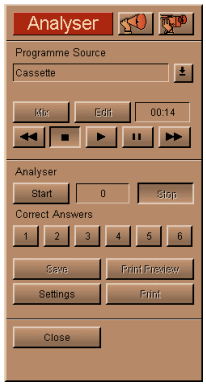
Click the Group button again in the Function window to stop the phone conversation for that group.

Testing Student

Response Analyser

The Response Analyser is used for multiple-choice tests e.g. multiple-listening tests (e.g. select an answer from 1, 2, 3, 4), word tests, true/false tests (e.g. 1 = TRUE and 2 = FALSE), word order selections, and so on. The teacher may use the camera to display questions for the students.

Why use the Response Analyser? First, the teacher saves time in checking test results. Secondly, you can save all the students' results to the database. These results may also be printed.



1. Click the Group icon (A, B, C or D) to select a group for Response Analyser testing. The Response Analyser cannot be used for more than one group at a time.

2. Select the **Response Analyser** command in the **Test** Menu.

3. Click the **Start** button to start asking the question.

4. Click a number to set the correct answer.

5. The user can monitor the progress of the test by watching the responses on the student icons.

6. Click the **Stop** button to finish a question.

7. Start the next question by clicking the **Start** button again (2).

8. Click the **Close** button to end the test.

The Source can be controlled from the **Mix, Edit,** Rewind, Stop, Play, Pause and Fast Forward buttons. The Source is the same as that selected in the Group window for the active group, and can be changed in the list box.

The number displayed between the **Start** and **Stop** buttons shows how many questions have already been asked.

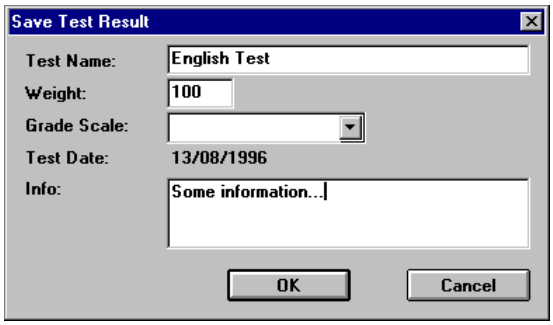
The **Reports** button launches the Administrator Tool, where you can print out Test Reports. If you have not used database facilities, you can print results to the default printer by clicking the **Print** button directly.

Click **Settings** to open the Response Analyser Settings window. The preferences for the Response Analyser function are set here.

The results of the test are saved to the database with the **Save** command, which opens the **Test Data** dialog.

Test Data dialog

The Test Data dialog contains the following fields: **Test Name**, **Weight**, **Grade Scale**, **Test Date** and **Info** field. The **Test Name** identifies the test. The **Weight** is some kind of weight value for this test (default value for Weight is 100). The **Grade Scale** list box is for selecting a scale for this actual test. The **Test Date** field is inactive but check the date is correct before you save the results to the database.



Work with this dialog in the following way:

1. Enter the test name (e.g. "English Test").

2. Enter a weight for the test (the default is 100). You can give more weight for this test give e.g. 200 to the **Weight** field.

3. Select a grade scale for the test from the Grade Scale list.

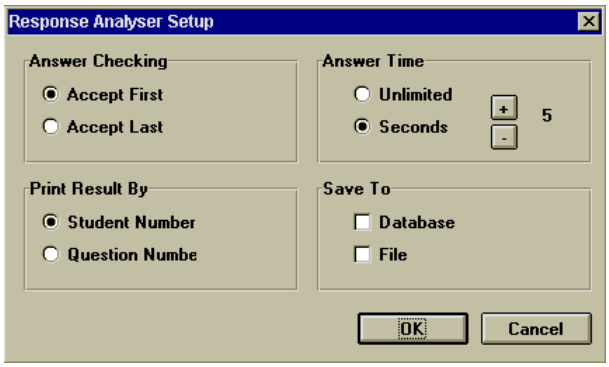
4. Check the test date in the **Test Date** field.

5. You can enter extra information concerning this particular test in the **Information** field.

6. Click the **OK** button. You can also cancel this database update by clicking the **Cancel** button.

Settings

The settings window allows the user to define **Answer Checking, Answer Time** and **Print Results By**.



Answer Checking selects whether the student's first or last answer is to be chosen.

Answer Time sets the time available for a student response. Using the Unlimited selection, the teacher can control the response time with the **Start** and **Stop** buttons. The Seconds command displays the fixed response time in the window next to it.

Print Results By selects the way in which the results are printed: either by student or by question.

Response Recording

Response Recording is used to test students' oral skills. It cannot be used for more than one group at a time.

Before the test, the student recorders should be rewound to the beginning. Control buttons for the group's recorders are shown on the master screen for this purpose i.e. Rew, Stop and Rec.

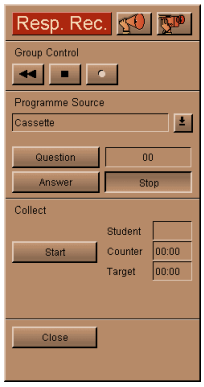
The programme used for the test must not have pauses embedded in it - the teacher pauses the programme during the test.

The test consists of two stages:

First, the students listen to the teacher's questions and respond to them orally. Only the students' answers are recorded on the student track.

Tip: The first question should be: "What's your name ?".

Secondly, the teacher collects the students' answers on tape using the master recorder.



Recording the Responses

1. Click the Group icon (A, B, C or D) in the Toolbar to select the group for Response Recording.

2. Select the **Response Recording** command in the **Test** Menu.

3. Student recorders should be rewound to the beginning.

4. Select the programme source.

5. Click the **Question** button to start the programme source on play.

6. Click the **Answer** button to stop the programme source and start recording on the student recorders.

7. Continue until all questions have been asked and answered.

The answer time is shown in a small box beside the **Question** button.

Collecting the Answers

The collection of responses is an automatic function. The students' answers are collected on the master tape at four times the normal speed.

If the tape is full, the application will instruct the user to change the tape.

1. Before collecting the answers, set the recorder as the programme source (exactly stating the destination of the answer collection). Select the programme source by clicking in the Programme Source list and select the destination.

2. Put a cassette in the recorder and rewind it.

3. Click the **Start** button to begin collection of the students' answers.

4. The teacher can monitor the collection of answers via a window in the bottom right-hand corner of the Response Recording window (Student number, Counter and Target).

5. Clicking the **Start** button again stops collection (ON/OFF toggle button). Otherwise, once all the answers are collected, the function stops automatically.

6. Click the **Close** button to close the Response Recording window.

Database Functions

Introduction

The database is optional and may be switched ON/OFF from the Preferences window.

The database is for users who wish to see student initials and names on screen. Test results are also saved to the database. When all the necessary data have been saved to the database, a user can get many different reports from the database. Some examples of reports are a student list, test results and a grade scale report.

There are three different privilege levels in the database: Administrator, teacher and student. Administrators are allowed to update all information and add new teachers and delete old ones. Teachers can add new students and delete old ones. Students are not permitted to update the database. The three-level hierarchy can be redefined by assigning all teachers as Administrators

(two level hierarchy).There are also secretaries and technicians in the database. These two have the same kind of privileges as teachers.

Teacher Login/Logout

When the lesson is about to begin, the teacher logs into the database using the Login dialog.

After every lesson, the teacher should log out from the database. If somebody forgets to log out, they will be logged out automatically when the next teacher logs in.

Once a teacher has typed in his or her username and password to the **User Name** and **Password** fields, they may select the course from the **Course** list. If the course does not appear in the list, the teacher must first add it using the Administrator Tool, which is launched from **Data Management** Menu selection.

When a teacher has logged in, his/her role and user name becomes visible to the application's caption bar. The same information disappears when the user uses the **Teacher Logout** command.

Student Login

The Student Login window is for teachers to log the whole class into the database. The Login Process can be managed by the teacher or the students themselves.

The default group in the student list box is those students which are connected to the course selected in the Teacher Login dialog. The student list includes: workstation number (if student is logged in), student name and pin code (e.g. "(1) Joe Smith 1234").

If you want to log some other students in, you should click the **More students** button and select those students to whom you want to give the option of logging in to the database.

By clicking a student name and the student icon in the Class window student will be logged in. If the teacher wants to make the login process available for students, he/she should click the **Login Mode** button. Then all the student positions are activated for Login, so that students can enter their pin codes (four digits). The teacher can check the student login by looking at the student icons and student list box.

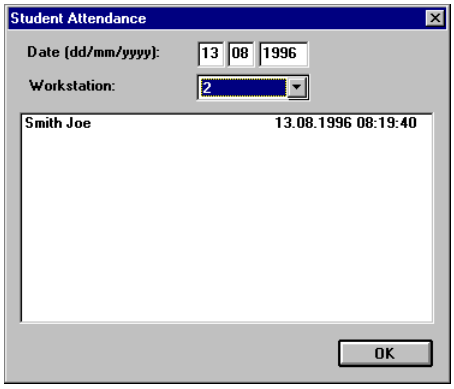
Every student logged in is preceded by the workstation number. Students not logged in yet have no workstation number assigned to them. There are also student initials visible in the student icon when the student is logged in.

If you want to get more information a particular student click the **More Info** button.

Click the **OK** button to accept the Logins. If you still want to cancel the student logins, click the **Cancel** button.

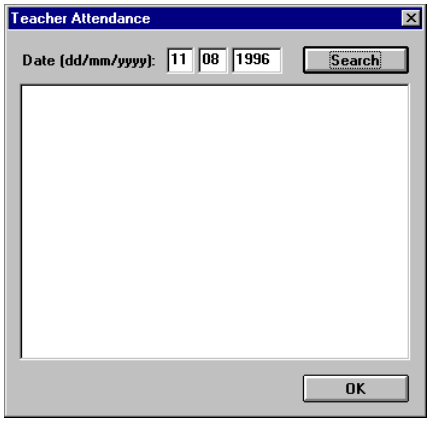
Student Attendance

In the Student Attendance window, the user can check who has used any Media Resource Centre workstation, by selecting a particular workstation. By changing the workstation selection, the user can obtain information on students who have used other workstations. The most recent login date is displayed first.



Teacher Attendance

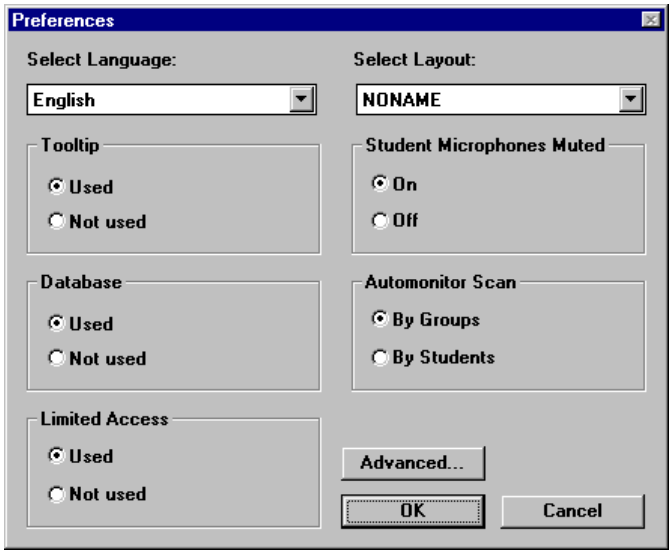
In the Teacher Attendance window, the Administrator can check which teachers have used the Media Resource Centre. The most recent login date is displayed first.



Settings

Preferences

It is possible to tailor the start-up configuration to suit your own needs and tastes. Select Preferences in the **File** Menu to open the Preferences window in the centre of your screen.



Select Language offers the teacher the opportunity to select the user language.

Select Layout offers the opportunity to use different seating plans in the classroom.

Tooltips are to help users who cannot immediately remember the meaning of the icons in the toolbar. When users want information about a particular icon, they just move the cursor over the icon and wait for a moment. A Help comment appears on the screen in a few seconds. Tooltips are turned on by clicking Used(default). Not Used is for users who no longer need Tooltip help.

Database may be turned on or off by clicking Used (default) or Not Used. If the database is Not Used, the login window is not displayed.

Limited Access is either Used (default) or Not Used. If Used, students have Limited Access to their cassette recorders (in Manual programme transfer).

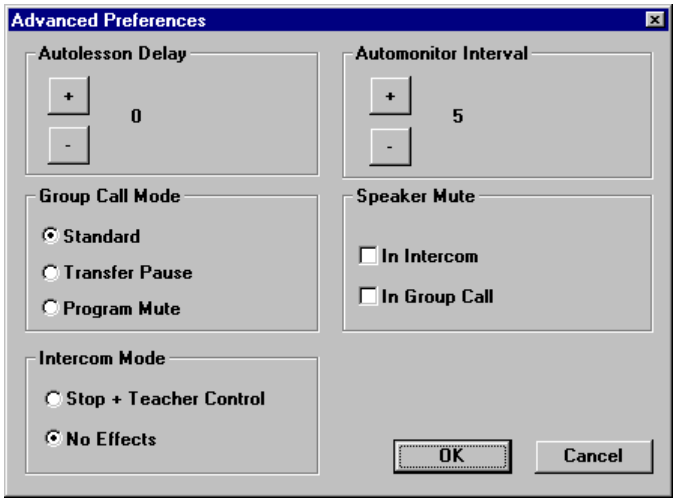
Student Microphones Muted is either Used (default) or Not Used when transferring a programme. If **Student Microphones Muted** is Used, programme transfer is as normal except that the student track is erased.

Automonitor Scan allows you to select whether Automonitor scans students by student number or by group division.

Clicking the **Advanced** button opens the Advanced Preferences window.

Advanced Preferences

Advanced Preferences offer advanced user options.



Autolesson Delay is the user-definable period following the last sentence in a programme before which tape rewind begins.

Group Call Mode offers a choice of how student recorders are controlled, if Group Call is used during programme transfer:

1. Standard: Group Call doesn't interfere with programme transfer; the teacher's speech is heard alongside the programme.

2. Transfer Pause: Programme transfer is stopped during Group Call.

3. Programme Mute: Programme transfer continues as per normal, but the programme is muted in the students' headsets.

Automonitor Interval allows the time spent on the automatic monitoring of each student to be varied.

Speaker Mute selects situations in which the classroom loudspeakers are muted to avoid acoustic feedback. The user can select muting separately for Intercom and Group Call.

Intercom Mode allows teachers to change the functionality of student recorders during Intercom. The default is **Stop + Teacher Control**.

Load/Save Preferences

New Preferences may be saved using the **Save/Save As** commands in the **File** Menu. If you wish to save your own preferences, select **Save As** in the **File** Menu, name your file, and click **OK**.

Once you have saved your Preferences you can utilise them again by selecting the **Open** command in the **File** Menu. Click the file containing your own

preferences and click **OK**, and LABMAIN.EXE will now start up with your preferences.

Special Functions

Stereo

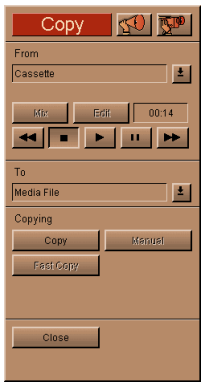
ON/OFF Menu selection for stereo audio connection.

Copying

This application allows for the copying of programmes from one programme source to another. The Source-to-Source window is also used for the digitisation of analogue material.

1. Select a group by clicking the Group icon in the Toolbar.

2. Start copying by selecting **Source-to-Source** in the **Other** Menu. A Source-to-Source Function window opens through which the user controls copying.



Click the **Manual** button to open an audio route between devices. The devices are controlled by the teacher.

For the tape recorder, keep Rec pressed down and then click VOL1+ on the Student Audio Panel. For the open-reel recorder, click REC and select L (in Rec mode). Through the Line Out connector, record as applicable to the equipment being used.

Click the **Copy** button to start copying at normal speed. Click the **Fast Copy** button to start copying at four times the normal speed. Clicking the same button again stops copying.

The **Mix** button connects the teacher's microphone alongside the programme source being played.

The **Edit** button pauses the programme source and selects the teacher's microphone as the new programme source. Clicking this button again restarts the original programme source for the group.

Click the Stop button to stop the programme source.

Click the Pause button to pause the programme source.

Click the Play button to begin playback of the programme source.

The **Close** button closes the Source-to-Source window.

Digitisation

Start the digitising process by selecting the analogue source and Media file as the destination. Then click the **Copy** button. A Media file is a digitised audio file.

Restart

Select the **Restart** option from the **Other** Menu to reboot the system from scratch.

Using Two Teachers (Dual)

This application can be used simultaneously at two master workstations. This makes it possible to share the resources of the Media Resource Centre between two teachers. A lab with two master workstations can be used either through one or both of the master workstations. There are some differences when using two teachers as opposed to one, and these are described below. (Only master workstation One has the All Call facility.)

Both teachers can do the following, simultaneously and independently of each other:

1. Group Call

2. Student Monitor

3. Intercom

4. Listening to programme sources

5. Selecting the teacher's microphone as the programme source

6. Selecting a student of their choice as the programme source

The teachers must agree on the following before the beginning of the lesson:

1. Using the functions linked with groups (programme transfer, group arrangements etc.).

2. Programme sources (except the teacher's microphone and the student as a programme source).

The use of the following functions is reserved for the teacher who starts using them first in a group:

1. Response Analyser

2. Response Recording

3. Copying programmes

The use of the video network

The teacher at master workstation Two can only view video programme sources. It is not then possible to monitor the video programme the students see.

Technical Features

Hardware Features

Master Workstation (Type WS)

Minimum requirements:

90 MHz Pentium

16 MB RAM (32 MB recommended)

20 MB Free Hard Disk space

SVGA Colour Display: resolution 800x600 or greater and 256 colours

Windows 95

Serial Port

Parallel Port

Mouse Port

Mouse

System Electronics

Line input 1,2	0.1-3 V/ 22 kohm (RCA)
Line output 1,2	0.3 V / 1 kohm (RCA)
Loudspeaker output	2x15 W / 4 ohm frequency response
	20...20000 Hz + /-3 dB
Teacher Mic input (condenser)	30 mV / 2.2 kohm (+6V)
Headset output	impedance 200 ohm
	nominal level -10 dBV (0.3 V)
	maximum level + 5 dBV
Student positions	up to 48 students
	up to 96 students with additional CER
Master workstations	2
Groups	4 teaching groups
	1 library group
Audio programme sources	8 external equipment
	teacher mic 1, 2
	model student 1, 2
Group Conference	for 4 teaching groups
Pair Discussion	for 48 + 48 students
Phone Discussion	for 48 + 48 students
Operating Voltage	115 / 230 V +/- 10 % 50 / 60 Hz
Power consumption (approx)	16 students 0,3 kW
	32 students 0,5 kW

	48 students 0,8 kW
Operating temperature	10..40 °C

Cassette Recorder SAT-S

Track systems	4 tracks, 2 channels
	2 tracks, 2 channels
Tape	C-cassette, IEC Type I
Tape speed	4.75 and 19 cm/s
Tape speed variation	+/- 1 %
Tape speed adjustment range	4.75 cm/s +/- 10 % (playback)
Frequency response	63...12500 Hz +/- 3 dB
	250...40000 Hz +/- 3 dB (19 cm/s)
Wow and flutter	< 0.2 % (DIN)
Distortion (THD)	< 3 % / 0Vu
Rewind time (C-60)	< 60 s
Signal-to-noise ratio	> 56 dB (A)
Erase efficiency	> 70 dB (A)
Microphone input	impedance 200 ohm, 0.9 mV
Headset sockets	4 modular sockets
Headset output	impedance 200 ohm
	nominal level -10 dBV (0.3 V)
	maximum level +5 dBV
Volume adjustment	Separate for both channels
	15 steps
Power consumption	max. 10 W

Headset VST 200

Plug	Modular (RJ-11)
Headphone impedance	200 ohm
Frequency range	headphone 20-18000 Hz
	microphone 25-12000 Hz
Microphone impedance	200 ohm
Microphone sensitivity	1.2 mV / Pa (1 kHz / 1m)
Level of acoustic pressure	96 dB (DIN 45580)
Weight	290 g
Cable length	1.7 m

Video Network (Type VD)

Video source inputs	4
Master monitor outputs	2, 1 in VD 1 and 1 in VD 2
Student monitor outputs in VD 2	4

Local video source inputs in VD 24

Video signal	75 ohm / 1 Vpp
Video socket type	F-Socket

Infrared Device Controller (Type URC)

The Infrared Device Controller (URC) is used to interface external devices such as VCR, CD-player etc. for either the master or the student unit.

The controller is programmable, it can be "taught" the commands of infrared controlled video or audio devices by using the remote controller of the devices.

This enables the remote control of infrared controlled devices as well as the system's own recorders.

Software Features

MCI Interface

You can control the CD-ROM, Wav-files or the Virtual Tape Recorder as audio sources.

Database

This application is connected to a Solid database via the ODBC-driver. If the user wants to use some other database, he or she can change the ODBC-driver and begin to use the new database.

Remote PC

This application functions with Remote control network software. All students must be configured with that software. This application recognises the remote control program, when it's defined in the LABMAIN.INI file.

Glossary of Terms

Administrator

Administrators have the highest priority access to the database. They may add to, delete from and update teacher and student data, as well as other Administrators' data.

All Call

When All Call is selected, the teacher's voice is heard by all the students. Student recorders in free work are stopped and come under teacher control.

Audio-Active Comparative Student Station

A student workstation with a recorder. The student can record programme source material on one track and his/her own speech on the other track.

Audio-Active Student Station

There is no student recorder at this station. The student can listen to a programme sent from either the master recorder or an external programme source.

Autolesson

Automatic programme transfer to students. The student tapes are first rewound, after which programme transfer begins. Transfer ends when there is a PAUSE of a specified length (Autolesson delay). The student tapes are then rewound and the students freed to do independent work.

Automonitor

Monitors all students, moving automatically from one student to another after a certain period of time. The automonitor symbol appears on the student icon of the monitored student. Students may be monitored either by group or by student number - the choice is made in the **File-Preferences** window.

Button

A raised, differently-coloured area. Pressing it starts or stops a function.

Call

For the student to call the teacher. The word HELP appears on the student icon of the calling student. When the teacher clicks on the icon, a line of communication is opened and the call is accepted.

Camera

With the **Camera** button, the teacher sends the programme from the video programme source to all student monitors and the teacher's monitor. The source in question is that connected to the first video programme source connector in the video network. This would usually be the document camera.

Class Speaker

The teacher may use the classroom loudspeaker to listen to the programme. It is muted during Group Call and Intercom to avoid acoustic feedback. Muting can be switched off in Preferences.

Class Window

Each student is represented by his/her numbered icon in the Class window. The icon layout is "as you see it" in the classroom.

Clicking

Using the mouse to position the pointer at the appropriate place on the screen, and then pressing the mouse button.

Free Work

No programme transfer to the students - independent work only.

Function Window

This window contains all the parameter controls for a particular function (e.g. Pair Discussion).

Group Button

Clicking buttons A, B, C, D or L activates the source control for the group indicated.

Group Call

Click Group Call when you want to speak to the whole group. Student recorders in independent work stop and come under teacher control.

Group Conference

Members of a specific group can talk to each other, once the group has been created by the teacher. One or more group conferences may take place at the same time. The teacher can participate interactively by clicking **Mix** or use Intercom to talk to one member of the group at a time. Student recorders are under teacher control during a group conference.

Group Control

Group controls are for controlling all the student recorders in an active group.

Group Window

The Group window contains group programme source controls, programme transfer controls and group controls.

Grouping

Students may be divided into Groups to work with different tasks. The program has four teaching Groups (A, B, C and D) to which a programme can be transferred, and one Library Group (L) for independent study.

Infrared Device Controller

Infrared-controlled devices, such as a video recorder, may be remote-controlled using the Infrared Device Controller.

Intercom

Through Intercom, the teacher and student can hear and speak to each other. A student recorder in free work is stopped, and comes under teacher control. The teacher can also control the student recorder through the Student Monitor window.

Library Group

The Library Group works independently, selecting its own programme sources. The teacher may monitor and talk with any student in the Library Group.

Mark

Students can place an electronic bookmark on the student track of a recording. There are ten bookmarks (1,2,...9,0). The teacher can also set bookmarks (6, 7, 8, 9, 0) for the student during Monitor. The Search button is used to wind to the bookmark and for playback.

Master Audio Panel

The Master Audio Panel (MAP) is located on the left-hand side of the master desk. There are controls for teacher headset volume, and classroom loudspeaker bass, treble and volume.

Media File

A Media file is a digitised sound and/or picture file (e.g. WAV) saved on a hard disk.

Media Warehouse

The Media Warehouse forms the link between the file name (e.g. dingdong.wav) and the explanatory text (sound of a church bell at noon). Teachers do not have to remember file names and paths - they may use the explanatory texts instead.

Menu

The Menu is at the top of the Main window. The Menu items are **File, Communication, Test, Database, Other** and **Help**

Mix

An editing function which mixes programme source sound and the teacher's voice.

Model Student

A Model Student is a student who is used as the programme source. The Model student is indicated by the letter M on his or her student icon. The model student can be changed.

Monitor

The teacher's screen shows an image of the student recorder panel, through which student recorder operation can be monitored. The teacher can set bookmarks during Monitor, and can hear the student's programme and speech. If the video network is in use, the teacher can see the student's video picture on the video monitor. The student will not be aware of being monitored.

Mouse

Used to control the Media Resource Centre.

Pair Discussion

This function allows students to be linked in a pair discussion. Both the number of students in a "pair" and number of the pairs may be varied, and pairs may be created across group boundaries. Students can hear the other member(s) of the pair. Student icons show the student numbers of those in pair discussion.

Phone Conversation

Students can take full advantage of this function to make telephone calls and take part in totally life-like conversations.

Preferences

The program has certain initial settings which the teacher may change to suit his/her taste.

Programme Source

Each device in the master desk that the teacher uses to transfer sounds or pictures to the students is referred to as a Programme Source.

Programme Track

The student recorder runs two tracks - the Programme track and the Student track. The Programme track records the audio part of the Programme Source.

Programme Transfer

Programme Transfer controls are **Transfer**, **Fast Transfer**, **Autolesson**, **Fast Autolesson** and **Manual**. The Programme Transfer is controlled through the Group window.

Response Analyser

The **Response Analyser** is an automatic system for putting multiple choice student responses to test questions up on screen and/or to paper.

Restart

Select this option to reboot the system from scratch.

Statusbar

The Statusbar is a status row at the bottom of the main window. It is divided into four parts. Each part shows a group status and the Group Programme Source.

Student Audio Panel

Control keys and an information display for the student.

Student Icon

The Student icon shows the student number and provides the teacher with information about the status of the student recorder.

Student Track

The student recorder runs two tracks - the Programme track and the Student track. The Student track records the student's speech.

Test

The **Test** menu contains the **Response Analyser** and **Response Recording** functions.

Toolbar

The Toolbar is on the top of the Main window and contains control buttons.

Tooltip

Tooltip is for users who cannot always remember the meanings behind icons in the toolbar. To get help, move the cursor onto the icon in question and wait for a moment. Help comes on screen after a few seconds.

Video Network

This network allows for individual video distribution to each student.